

Quick Reference Guide – Time Study Program

School Administrative Match

Code	Activity
3 – Educational & School-Related Activities	<p>Prepare & provide classroom &/or individual instruction</p> <p>Social and educational service activities, Carry out discipline</p> <p>Evaluate curriculum, policies or instruction</p> <p>Develop & monitor IEP goals</p> <p>Supervise students outside of the classroom</p> <p>Monitor immunization compliance</p>
4 – Direct Medical Services Provide care, treatment & counseling services	<p>Physical, mental health or developmental assessments & diagnostic testing</p> <p>Assisting with personal care or special procedures or performing clinical services</p> <p>Health/ mental health services identified in an IEP</p> <p>Speech, occupational &/or physical therapies</p> <p>Routine or mandated health screenings</p> <p>Administering first aid, prescribed injections, immunizations or medications</p>
10 – System Support or Personal Time	<p>Lunch, breaks, vacation, sick leave & other paid time not at work</p> <p>Staff or district-level meetings</p> <p>Review school or district procedures or rules</p> <p>Supervision or evaluation of staff, student teachers or classroom volunteers</p> <p>General building or district functions or operations, including administrative/clerical activities</p>
9 – Referral, Coordination & Monitoring	
9A – Referrals for non-Medicaid services	<p>Referrals to social, educational, vocational services & special education</p> <p>Internal referrals including referrals to other staff for injuries, suspected substance abuse, discipline, medical needs, scholastic concerns, assessment for 504 or Special Ed services</p> <p>Gathering info in advance of non-Medicaid related referrals</p> <p>Participating in a meeting/discussion to coordinate/review a student's need for non-Medicaid related services</p>
9B – Referrals for Medicaid services (medical, dental, mental health, substance abuse & family planning)	<p><i>Filters (Conditions) to be met for this activity:</i></p> <ul style="list-style-type: none"> Not direct medical care, Child Find or 504 meetings Not health screenings, immunizations or free care Referral is to current <u>Medicaid</u> provider (See Ad Match Coordinator for list) <p>Refer student to verified Medicaid health care provider in the community</p> <p>Follow-up to ensure service was received</p> <p>Gathering info requested by a Medicaid provider</p> <p>Time spent coordinating health needs for a student by participating in meeting/discussion with other staff, health care professionals &/or parents to coordinate or review need for Medicaid services</p> <p>Providing parents with a list of Medicaid providers in order to make a specific appointment</p>
1 – Outreach	
1A – General health education, wellness & prevention programs & Child Find activities	<p>Inform individuals about eligibility for non-Medicaid social, vocational & ed programs (including special ed)</p> <p>Inform about wellness programs, healthy life-styles & practices</p> <p>Identify children with special medical needs through Child Find activities</p> <p>Provide general health &/or prevention education (dental, tobacco, alcohol, drug & violence)</p>
1B – Inform about Medicaid, services available & encourage access	<p><i>Filters (conditions) to be met for this activity:</i></p> <ul style="list-style-type: none"> Medicaid related and directed toward school population (students & their parents/guardians) <p>Describe benefits & availability of Medicaid & Healthy Options managed care services</p> <p>Contact pregnant teens about availability of Medicaid prenatal and well baby care programs and services</p> <p>Distribute literature about the benefits, eligibility requirements, & availability of Medicaid, including preventative services under EPSDT. Use MAA literature or obtain MAA approval before creating your own materials</p>

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2 – Facilitating Applications	
2A – Facilitating application for non-Medicaid programs	<p>Inform about programs such as Temporary Assistance for Needy Families (TANF): Food stamps: Women, Infants & Children (WIC), day care, legal aid, IDEA & other social or educational programs</p> <p>Explain the eligibility application process for non-Medicaid programs</p> <p>Assist with application & re-application process for continuing eligibility including providing application forms and assisting in gathering necessary documentation</p>
2B – Facilitating Medicaid eligibility determination	<p><i>Filters (conditions) to be met for this activity:</i></p> <ul style="list-style-type: none"> Use of Medicaid application-related materials <p>Explain the Medicaid eligibility rules, application process and/or provide the application form</p> <p>Assist in gathering necessary documentation for the Medicaid application</p> <p>Referral to local Assistance office to make application for Medicaid benefits</p>
5 – Transportation	
5A – Transportation for non-Medicaid services	Schedule or arrange transportation to social, vocational &/or educational programs & activities
5B – Schedule or arrange transportation to Medicaid covered services	Arrange for transportation through the Medicaid transportation brokerage system or assist families with using the brokerage system
7 – Program Planning, Policy Development, Interagency Coordination	
7A – Program planning, policy development and interagency coordination for non-Medicaid needs & services	<p>Perform collaborative activities associated with developing strategies to improve the coordination & delivery of non-medical services, such as social, educational & vocational</p> <p>Analyzing non-Medicaid data related to a specific program, population or geographic area</p> <p>Working with other agencies to improve the coordination and delivery of non-Medicaid services</p>
7B – Program planning, policy development and interagency coordination for the delivery of Medicaid health services	<p><i>Filters (conditions) to be met for this activity:</i></p> <ul style="list-style-type: none"> Collaborate with other agencies & health care professionals Responsibility for program planning and interagency coordination in the job description <p>Analyze Medicaid data &/or evaluate the need for medical/dental/mental health services</p> <p>Increase Medicaid provider participation and improve provider relations</p> <p>Working with Medicaid agencies to improve coordination and delivery of services and identifying gaps or duplication of health services</p>
8 – Training	
8A – Training for non-Medicaid related services	<p>Training may include asthma monitoring & control, smoking cessation, conflict resolution, poverty, mental illness and treatment</p> <p>Curriculum improvement</p> <p>Professional development and training on instructional, emotional, social and behavioral needs of students</p> <p>Special education or 504 training</p>
8B – Training for Medicaid related services	<p><i>Filters (conditions) to be met for this activity:</i></p> <ul style="list-style-type: none"> Related to Medicaid <p>Training to learn what Medicaid services are available for children and how to apply for coverage</p> <p>Participating in or coordinating training that improves delivery of Medicaid related services, early identification and referral for special health services like EPSDT and related administrative requirements</p>